

2 December 1986

MEMORANDUM FOR: Senior Training Officers

FROM:

Director of Training and Education

SUBJECT: Evaluation and Future Runnings of  
"Managing in CIA" Courses

1. As you know, the pilots of "Managing in CIA" and "Leading People in CIA" are running on 3-5 December and 10-12 December respectively.

2. We will ask each student to complete a detailed evaluation form at the conclusion of the courses. This will ask for overall evaluations as to relevance, effectiveness, presentation, administration, pre-course work, etc.

3. Because of the importance of the pilots to Agency management, additional evaluation will be essential. I therefore would like to convene a special meeting of the STOs on Friday, 19 December at 1000 hours (location to be determined), to discuss the courses. This will give you an opportunity to discuss the program with students from your Directorate and for us to review the written student evaluation as well as our in-house critiques with you. Based on the discussion, OTE will prepare a memorandum for the Training Steering Committee on how we propose to proceed with the program.

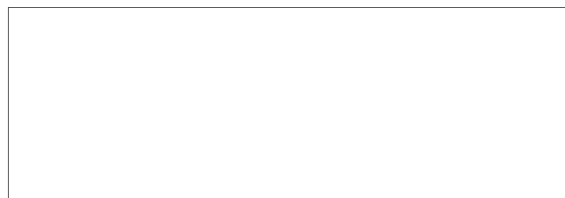
4. A schedule of the runnings of "Managing in CIA" and "Leading People in CIA" in January - March is attached. Additional information will be forwarded to you and your component training officers. I would appreciate your personal attention in forwarding the names and Forms 73 of GS 11-15 supervisors with a minimum of three month's supervisory experience. We intend to schedule any primary or alternate candidates unable to attend the December pilots for courses during the January-March quarter.

5. I expect that the courses will require revision and fine tuning following the pilots. The January-March runnings will provide the opportunity to make necessary changes. The 19 December meeting will help determine the degree of adjustment that is required.

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6. A schedule of electives for managers for the first half of the calendar year is also attached. These will be open to all Agency managers, GS 11-SIS, on a first come, first served basis. Again, we would appreciate your support in scheduling students for these runnings.

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**Attachments**

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**OTE/LDD/MTB**  **(24 November 1986)**

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